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WHEN TO DO HOUSE CLEANING JOBS



PA-734

Home Economics—Extension Service
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USE THIS LEAFLET TO HELP YOU PLAN YOUR CLEANING.

- Some cleaning jobs need to be done *every day*.
- Some need to be done once *every week*.
- Others need to be done *only now and then*.



Does cleaning wear you out? You may be doing it the hard way!

- Don't try to do too many jobs in one day.
- Look for tools and ways to work that make the job easier.
- Bend, reach, and stoop less.
- Long-handled tools may help.
- Work with both hands.
- Take fewer steps.
- Try some new ideas.

Which is better for you—Clean a whole room at a time? Or do the same job in every room before you change tools?

Look at the next pages. They may help you decide when you should do your cleaning.

KITCHEN

Daily	Weekly	Now and then
Wash dishes	Defrost and wash refrigerator	Wash shelves and inside cabinets
Wipe tables, chair, counter tops	Clean range	Wash walls, ceiling, woodwork
Wipe range	Wash garbage can	Wash windows and curtains
Empty garbage and trash	Mop or scrub floor	Clean light fixtures and pictures
Clean sink		Wax floors that need wax
Sweep or mop the floor		

Write down here *your* plan for cleaning.

Daily	Weekly	Now and then

LIVING ROOM

Daily	Weekly	Now and then
Pick up papers, magazines, and things	Remove spots from cloth-covered furniture	Clean walls, woodwork, and ceiling
Empty and wash ashtrays	Damp-wipe plastic furniture Move furniture to clean floors and rugs Remove spots from walls and woodwork Dust floors and furniture	Clean furniture, light fixtures, and pictures Wash windows, curtains, and slipcovers
Write down here <i>your</i> plan for cleaning.		
Daily	Weekly	Now and then

DINING ROOM

Daily	Weekly	Now and then
Sweep up crumbs Wipe chairs and tables	Mop floor Dust furniture Remove spots from walls and woodwork	Clean walls, woodwork, ceiling Clean furniture Empty and clean cabinets Clean light fixtures and pictures Wash windows, curtains, and chair pads

Write down here *your* plan for cleaning.

Daily	Weekly	Now and then

BATHROOM

Daily	Weekly	Now and then
Remove dirty clothes and towels	Clean mirror	Wash inside medicine cabinet
Empty wastebasket	Wash wastebasket	Get rid of old medicines
Clean tub, sink	Scrub floor	Clean walls, ceiling, woodwork
Wipe floor	Clean toilet	Wash windows and curtains
		Clean light fixtures

Write down here *your* plan for cleaning.

Daily	Weekly	Now and then

BEDROOMS

Daily	Weekly	Now and then
Make beds	Change sheets and pillowcases	Turn mattresses
Put clothes away	Dust furniture and floors	Clean walls, ceilings, woodwork Clean closets and dresser drawers Clean furniture, light fixtures, mirrors, and pictures Wash windows, curtains, and bedspreads

Write down here *your* plan for cleaning.

Daily	Weekly	Now and then